

**Instructions for Completing Continuing Education Report  
for Alabama Respiratory Therapist License**

1. Continuing education activities that are accepted are set forth in the Alabama Respiratory Therapy Rules and Regulations. A summary of some of these educational activities is listed below.
  - a. Any educational activities approved for CRCE units by the AARC.
  - b. Educational programs put on by ASBRT approved providers for respiratory therapists.
  - c. Taking and passing college or university courses which enhance a respiratory therapist's professional growth and development.
  - d. Taking and passing ACLS, PALS, or NRP. No more than 12 contact hours of continuing education credit for advanced life support are accepted for renewal of license.
  - e. Self study courses, including on-line and webcasts, approved by the AARC for CRCE credit. No more than 12 contact hours of continuing education units of self study may be applied for renewal of license.
  - f. Respiratory therapy related educational offerings by a variety of approved organizations as defined in rule 798-X-8.02(5).
  - g. Successful completion of recredentialing examination or specialty examination administered by the NBRC.
  - h. Preparation and presentation of a lecture approved for ASRC continuing education.
  - i. All submitted educational offerings must be from appropriate subject matter or have prior ASBRT Board approval. Appropriate subject matter for continuing education:
    - (i) Respiratory therapy science and practice;
    - (ii) Respiratory therapy education;
    - (iii) Research in respiratory therapy and healthcare;
    - (iv) Management, administration, and supervision in health care delivery;
    - (v) Social, economic, political, and/or legal aspects of health care;
    - (vi) Healthcare and consumer education;
    - (vii) Courses which a respiratory therapist documents as improving job competence that are not specified on the above listed and are determined to be appropriate by the Board.
2. Audits of continuing education shall be conducted at random and upon receipt of written complaint. Should you be notified of audit requirements you must attach certificates, transcripts, or other documentation of attendance to substantiate the named continuing education contact hours. A respiratory therapist who fails to comply with reporting requirements, requirements of the audit, requests of documents, or submitting false, inaccurate, or incomplete evidence of meeting continuing education requirements shall be subject to disciplinary action by the Board.
3. Respiratory Therapists are responsible for maintaining records including documentation of proof of continuing education, such as certificates and transcripts for a two-year period following the renewal date for which the contact hours were earned.
4. Submit on the pages that apply to your continuing education documentation.
5. Each respiratory therapist licensed by the Board shall complete twenty-four (24) contact hours of continuing education over the two-year licensure period. Initial licensure periods which have been prorated to have the renewal date fall on the established renewal date will be prorated for 1 contact hour for each month of the initial licensure periods.

6. Reporting Period: The reporting period is the period when you held an active respiratory license. For most renewal applicants the reporting period will be November 1, 2005 to October 31, 2007. November 1, 2005 is the date you should enter for the starting date. However, for applicants issued a license with an active date other than November 1, 2005, enter the beginning date of your license. These dates will establish your continuing education requirements and the reporting period when your license was not active for the entire 24 months.

### **Instructions for Completing Form**

The Continuing Education Report Form is approved for submission to the ASBRT as evidence of CE hours. This completed Continuing Education Report Form is required in order to receive CE credit. Supporting documentation (i.e. copies of certificates) should not be submitted with this form unless requested for audit purposes. Supporting documentation will not be accepted in lieu of correctly completed ASBRT Continuing Education Report Form

**Section 1** - AARC CRCE units: List all traditional courses approved for AARC CRCE credit. Seminars, workshops, national and state education meetings with AARC course approval. You may submit an official transcript from the AARC to document education that has CRCE approval. Simply list the number of CRCE hours earned and enclose a copy of the transcript. Transcripts are easily downloaded and printed from the AARC website. If you are not an AARC member, but have attended courses that are approved by the AARC for CRCE credit, list such course, AARC CRCE approval #, meeting dates, and number of units/hours earned.

**Section 2** – AARC CRCE units: List all nontraditional courses approved for AARC CRCE credit. This includes all internet, self-study, webcasts, professor's rounds, etc., type courses. List the AARC CRCE course number, course title, dates, and units/hours earned. All internet, self-study, webcasts, professor's rounds, etc., type courses must be AARC approved to be accepted. Total hours accepted in this category is 12.

**Section 3** - ASBRT approved providers courses: List the classes attended, dates, provider number, institution and location of program, and hours earned. The provider number should be listed on any certificate you received for that educational program, as well as the number of hours awarded.

**Section 4** – Courses provided by other approved organizations should be listed in this section. List date, program description, provider organization, program location, and hours earned.

**Section 5** – College Courses: List the date attended, course description, institution and location, and contact hours. List the semester or quarter hours for university and/or college courses in the course description area. Under hours, convert to contact hours. See 798-X-8-.01(4) for conversion of academic hours to contact hours.

**Section 6** – NBRC CRT/RRT Recredentialing and Advanced Speciality certification: Complete the credential and testing date.

**Section 7** – ACLS, PALS, NRP: List the date, course successfully passed, institution and location, and hours earned. Total hours accepted in the category can not exceed 12.

**Section 8** – AARC or ASRT CE lecture preparation and presentation: List date, program description, presentation location, and hours earned. 4 hours of credit are earned for the FIRST presentation of each hour of lecture.

**Section 9** – Transfer the total hours from each section to this section and record on the appropriate line. Total all hours to in this section to get the “Total Continuing Education Hours Earned”

**Last** - Sign the form whereby you attest to the accuracy of your report.

**Note:** You may submit only the pages that apply to your continuing education documentation. You may find that you have continuing education in excess of the number required. You are not required to document all continuing education, but only sufficient education to support your renewal. For instance, if your AARC CRCE transcript documents 24 or more hours, it is not necessary to list additional education in the other sections of the report. You can list excess hours, but they do not enhance your renewal application and the hours will not carry over toward future renewals.